

Job Title: Early Learning Specialist (Bilingual)

Definition:

Under the direct supervision of the site administrator, this employee will provide an education program for universal preschool children ages 3-5 as required by state and federal law, District Policy and programs for students in Universal Prekindergarten. This person will work collaboratively with the Teacher in UTK to provide a high-quality preschool environment.

Distinguishing Characteristics:

The purpose of the bilingual Early Learning Specialist is to support the implementation of dual language instruction for students in the appropriate language.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks or may perform similar related tasks not listed here.

1. Work collaboratively with the UTK teacher to design and implement developmentally appropriate curriculum, lessons, and ongoing materials for 3-5-year-old children.
2. Provide instructional program(s) based on the California Preschool Learning Foundations and Preschool Curriculum Framework.
3. Conduct observation and assessment using anecdotal notes with the Desired Results Developmental Profile.
4. Assume shared responsibility for ensuring the maintenance of a high-quality preschool environment, equipment, and facilities.
5. Participate in long-range planning and implementation of program goals.
6. Attend CTC required professional development in addition to completing any necessary units, in compliance with renewal terms of Child Development Teacher Permit.
7. Communicate in written and verbal formats with parents.
8. Participate in required district professional development and staff meetings.
9. Provide before and after care supervision for children.
10. Performs other related duties as assigned.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Knowledge of typical child development.
- Basic understanding of special needs children and appropriate intervention strategies
- Understanding and implementation of developmentally appropriate practices
- Play-based learning environments to support/teach foundational learning
- Preschool Learning Foundation and Curriculum Framework
- Proper English usage, spelling, grammar, and punctuation
- Collaboration when creating lesson designs and activities
- Social-emotional development of preschool-age children
- Early literacy strategies

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Skill and Ability to:

- Effectively communicate both orally and in writing in language appropriate for the position.
- Understand and follow oral and written directions
- Effectively communicate both orally and in writing
- Complete required forms and produce written reports
- Maintain accurate record keeping Office skills, email, Word, Excel, office machines
- Knowledge of and ability to use Google Suite
- Knowledge of and ability to use app-based software for and with students
- Communicate effectively in the English language both orally and in writing
- Communicate effectively with children and parents
- Maintain regular attendance at work
- Work in a positive, cooperative mode with fellow workers, supervisors and departments
- Maintain professional confidentiality
- Maintain accurate records in the timekeeping system and use attendance/sub needed reporting system when necessary.

Training and Experience:

Appropriate California Child Development Permit (Lead Teacher, at a minimum)
 Earned Bachelor's Degree in Early Childhood Education or equivalent
 CPR/First aid certificate preferred

Physical Requirements and Working Conditions:

- Requires vision (which may be corrected) to read the small print and allows accurate observation from a distance.
- Require the mobility to stand, run, stoop, reach and bend.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform lifting, pushing, and/or pulling which does not exceed 50 pounds and is in an infrequent aspect of the job.
- Will be required to instruct in the inside and outdoor classroom.
- Will be required to complete and pass a health screening.
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work.

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PHYSICAL REQUIREMENT INFORMATION

Physical Demands:	HPD = Hrs. Per Day		

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	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting	X		
Standing			X
Walking			X
Bending (neck)			X
Bending (waist)		X	
Kneeling		X	
Reaching			X
Stooping		X	
Crawling	X		
Twisting (back & neck)		X	
Climbing	X		
Pushing/Pulling		X	

Lifting				Carrying		
	Rarely (0 – 1.5HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)	Rarely (0 – 1.5HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0 –10 lbs.	X			X		
11–25 lbs.	X			X		
26 –50 lbs.	X			X		
51 –75 lbs.	X			X		

Mental Demands:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
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Problem Solve			X
Make Decisions			X
Supervise			X
Interpret Data			X
Organize		X	
Write		X	
Plan		X	
Multi-Task			X

Equipment Use:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3HPD)	Frequently (3 – 6 HPD)
Telephone	X		
Copier	X		
Computer		X	
FAX Machine/Scanner	X		